OFFICE OF TRAINING

SCHEDULE OF COURSES

January – June 1975

Tentative July – December 1975

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OFFICE OF TRAINING

SCHEDULE OF COURSES

	1975 Jan - Jun	1975 Jul - Dec
Administration Directorate Review: Trends & Highlights 4 days - full-time	14 - 17 Jan 1 - 4 Apr	16 - 19 Sep 9 - 12 Dec
Administrative Procedures 4 days - full-time	6 - 9 Jan 3 - 6 Feb 14 - 17 Apr 2 - 5 Jun	8 - 11 Sep 20 - 23 Oct 1 - 4 Dec
Advanced Intelligence Seminar 3 weeks - full-time	29 Jan - 14 Feb 11 - 27 Jun	27 Aug - 12 Sep
Advanced Operations 6 weeks - full-time	6 Jan - 14 Feb 31 Mar - 9 May	18 Sep - 17 Oct 3 Nov - 12 Dec
████████████ 2 weeks - full-time	Given on request	
Anti-Narcotics Operations 1 week - full-time	12 - 16 May	29 Sep - 3 Oct
Basic Operations 13 weeks - full-time	13 Jan - 11 Apr	15 Sep - 12 Dec
Chiefs of Station Seminar 2 weeks - part-time	10 - 24 Feb 28 Apr - 9 May 2 - 13 Jun	To be announced
China Familiarization 1 week - full-time	31 Mar - 4 Apr	29 Sep - 3 Oct
████████████ 1 week - full-time	10 - 14 Feb 7 - 11 Apr 12 - 16 May	9 - 12 Sep 4 - 8 Nov
CIA: Today & Tommorrow 3 days - full-time (4th day for DDO)	25 - 27 Mar 17 - 19 Jun	28 - 30 Oct

25X1A

25X1A

	1975 Jan - Jun	1975 Jul - Dec
CIA Senior Seminar 9 weeks - full-time	9 Mar - 9 May	21 Sep - 26 Nov
Countering Terrorist Tactics 1 week - full-time	13 - 17 Jan 10 - 14 Feb 17 - 21 Mar 14 - 18 Apr 12 - 16 May 16 - 20 Jun	21 - 25 Jul 18 - 22 Aug 22 - 26 Sep 20 - 24 Oct 17 - 21 Nov 8 - 12 Dec
DDO Operations Orientation for DDS&T 1 week - full-time	9 - 11 Apr*	16 - 20 Sep
Effective Briefing 10 weeks - part-time (Friday morning)	3 Jan - 7 Mar 14 Mar - 16 May	5 Sep - 7 Nov
Effective Writing Workshop 2 weeks - part-time	20 - 31 Jan 10 - 21 Mar 12 - 23 May	15 - 26 Sep 14 - 24 Oct 10 - 21 Nov 8 - 19 Dec
Employee Development 1 week - full-time	27 - 31 Jan 24 - 28 Feb 31 Mar - 4 Apr 21 - 25 Apr 27 - 30 May	28 Jul - 1 Aug 25 - 29 Aug 29 Sep - 3 Oct 3 - 7 Nov 8 - 12 Dec
Equal Employment Opportunity for Supervisors (New course)	To be announced	
Field Administration 3 weeks - full-time	13 - 31 Jan 24 Feb - 14 Mar 21 Apr - 9 May 9 - 27 Jun	11 - 29 Aug 3 - 21 Nov
Financial Management Training Program Survey of Financial Management 3 days - full-time	7 - 9 Jan	23 - 25 Sep

* 3 Days Only

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	1975 Jan - Jun	1975 Jul - Dec
Fundamentals of Budgeting 5 days - full-time (Plus 1 day the following week)	10 - 14 & 21 Feb	6 - 10 & 17 Oct
Accounting Control 5 days - full-time (Plus 1 day the following week)	17 - 21 & 28 Mar	10 - 14 & 21 Nov
Applied Financial Management 3 days - full-time	1 - 3 Apr 3 - 5 Jun	2 - 4 Dec
Fundamentals of Supervision and Management 1 week - full-time	6 - 10 Jan 17 - 21 Mar 14 - 18 Apr 12 - 16 May 23 - 27 Jun	22 - 26 Sep 20 - 24 Oct 1 - 5 Dec
Information Science for Financial Management 4 weeks - full-time		20 Oct - 14 Nov
Information Science for Imagery Analysis 2 weeks - full-time	10 - 21 Mar	14 - 25 Jul 8 - 9 Dec
Information Science for Intelligence Functions 4 weeks - full-time	27 Jan - 21 Feb 12 May - 4 Jun	8 Sep - 3 Oct
Information Science for Managers I 1 week - full-time	24 - 28 Feb	6 - 10 Oct
Information Science for Managers II 2 weeks - full-time	21 Apr - 2 May	1 - 12 Dec
Instructor Training Workshop 10 days - full-time	Given on request	

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	1975 Jan - Jun	1975 Jul - Dec

Intelligence Information
  Reports & Requirements
  2 1/2 weeks - full-time
	13 - 28 Jan
	17 Mar - 1 Apr
	5 - 20 May
		15 - 30 Sep
		10 - 25 Nov

Intelligence Information
  Reports Familiarization
  1 week - full-time
	17 - 21 Feb
	14 - 18 Apr
	9 - 13 Jun
		25 - 29 Aug
		20 - 24 Oct
		8 - 12 Dec

Intelligence in World Affairs 3 weeks - full-time	13 - 31 Jan 24 Feb - 14 Mar 21 Apr - 9 May	7 - 25 Jul 8 - 26 Sep 14 - 31 Oct 24 Nov - 12 Dec
Intelligence Production 7 weeks - full-time	10 Feb - 28 Mar	To be announced

Introduction to COM
  Micrographics Technology
  1 day - full-time
	26 Mar	To be announced

Language Courses	See page 8	

Management by Objectives
  Seminar
  (New course)
	To be announced	

Management Seminar
  (Formerly Advanced Management
  Program)
  3 weeks - full-time
	*13 - 24 Jan
	3 - 28 Mar
	12 - 30 May
		14 Jul - 1 Aug
		15 Sep - 3 Oct
		17 Nov - 5 Dec

Managerial Grid 1 week - full-time	26 - 31 Jan 13 - 18 Apr 22 - 27 June	17 - 22 Aug 19 - 24 Oct 14 - 19 Dec
Midcareer Course 5 weeks - full-time	2 Feb - 7 Mar 23 Mar - 25 Apr 11 May - 13 Jun	To be announced
Office Management 4 days - full-time	20 - 23 May	18 - 21 Nov

* 2 weeks only

	1975 Jan - Jun	1975 Jul - Dec
Operational Records I 2 days - full-time	2 - 3 Jan 27 - 28 Feb 17 - 18 Apr 5 - 6 Jun	To be announced
Operational Records II 1 week - full-time	6 - 10 Jan 3 - 7 Mar 21 - 25 Apr 9 - 13 Jun	To be announced
Operational Records III 1 day - full-time	10 Mar	To be announced
Operations Records & Desk Orientation 1 week - full-time	3 - 7 Feb 19 - 23 May	To be announced
Operations Support 3 weeks - full-time	6 - 24 Jan 24 Feb - 14 Mar 14 Apr - 2 May 2 - 20 Jun	15 Sep - 3 Oct 3 - 21 Nov
███████████████ 2 weeks - full-time	Given on request	
Preparing for Overseas Assignment 3 1/2 days - full-time	4 - 7 Feb 8 - 11 Apr 3 - 6 Jun	15 - 18 Jul 2 - 5 Sep 18 - 21 Nov
Project Officer in the Contract Cycle 1 week - full-time	10 - 14 Feb	To be announced
Records Management 1 week - full-time	3 - 7 Feb 21 - 25 Apr	To be announced

25X1A

    File Systems & Procedures

    Records Disposition

    Forms Management

    Records Survey

	1975 Jan - Jun	1975 Jul - Dec
25X1A ▮▮▮▮▮▮▮▮▮▮▮ 1 day - full-time	8 Jan 22 Jan 5 Feb 19 Feb 5 Mar 19 Mar 2 Apr 16 Apr 30 Apr 14 May 28 May 11 Jun 25 Jun	9 Jul 23 Jul 6 Aug 20 Aug 3 Sep 17 Sep 1 Oct 15 Oct 29 Oct 12 Nov 26 Nov 10 Dec
Scientific & Technical Collection for DO Officers 2 weeks - full-time	Given on request	
Seminar-Introduction to Micrographics 2 days - full-time	22 - 23 Jan 20 - 21 May	Aug Oct
Soviet/East European Operations (DO/SE) 8 days - full-time	20 - 29 Jan 17 - 26 Mar 21 - 30 Apr 9 - 18 Jun	18 - 27 Aug 3 - 12 Nov
Supervision for OC Careerists 4 days - full-time	28 - 31 Jan 18 - 21 Feb 1 - 4 Apr 27 - 30 May	To be announced
Survey of Intelligence Information Systems 3 weeks - full-time	24 Feb - 14 Mar 9 - 27 Jun	3 - 21 Nov
Systems Dynamics: Principles & Application 2-3 weeks - full-time	13 - 24 Jan 21 Apr - 9 May	29 Sep - 17 Oct
USSR Country Survey 2 weeks - full-time	27 May - 6 Jun	3 - 14 Nov

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	1975 Jan - Jun	1975 Jul - Dec
Vietnam Operations (DO/EA) 9 days - full-time	20 - 30 Jan 17 - 27 Feb 17 - 27 Mar 21 Apr - 1 May 19 - 29 May 16 - 26 Jun	21 - 31 Jul 18 - 28 Aug 15 - 25 Sep 20 - 30 Oct 17 - 27 Nov 15 - 19 Dec
Vietnam Orientation (DO/EA) 2 weeks - full-time	6 - 17 Jan 3 - 14 Feb 3 - 14 Mar 7 - 18 Apr 5 - 16 May 2 - 13 Jun	7 - 18 Jul 4 - 15 Aug 2 - 12 Sep 6 - 17 Oct 3 - 14 Nov 1 - 12 Dec
Vietnam Wives Orientation 2nd Tuesday of Vietnam Orientation (DO/EA)	14 Jan 11 Feb 11 Mar 15 Apr 13 May 10 Jun	15 Jul 12 Aug 9 Sep 14 Oct 11 Nov 9 Dec
Writing Better Reports 4 weeks - part-time (Tues. & Thurs. a.m.)	7 - 30 Jan 4 - 27 Mar 22 Apr - 15 May	To be announced

ADMINISTRATIVE-INTERNAL USE ONLY

LANGUAGE TRAINING COURSES*
(3 students minimum)

Beginning Dates

Course	Type	FT/PT	Length	1975 Jan	Feb	Mar	May	1975 Jul	Sep	Nov
Arabic 01C	FAM	PT	40 hours	TO BE NEGOTIATED						
Arabic 51C	RU	FT	44 weeks	-	-	-	-	-	-	3
Chinese 01C	FAM	PT	40 hours	TO BE NEGOTIATED						
Chinese 11C	RSU	FT	44 weeks	6	-	-	-	15	-	-
Chinese 21C	RSU	PT	1400 hours	TO BE NEGOTIATED						
Chinese 71C	R	FT	26 weeks	TO BE NEGOTIATED						
Chinese 81H	R	PT	38 weeks	-	-	-	-	-	15	-
Chinese 82H	R	PT	38 weeks	-	-	-	-	-	15	-
Chinese 83H	R	PT	38 weeks	-	-	-	-	-	15	-
French 11C	RSU	FT	24 weeks	6	-	3	5	14	8	3
French 19C	RSU	FT	12 weeks	6	-	3	5	14	8	3
French 21C	RSU	PT	400 hours	TO BE NEGOTIATED						

*For course descriptions see OTR Catalog

ADMINISTRATIVE-INTERNAL USE ONLY

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Beginning Dates

Course	Type	FT/PT	Length	1975 Jan	Feb	Mar	May	1975 Jul	Sep	Nov
French 21H	RSU	PT	38 weeks	-	-	-	-	-	15	-
French 22H	RSU	PT	38 weeks	-	-	-	-	-	15	-
French 81C	R	PT	240 hours	TO BE NEGOTIATED						
French 81H	R	PT	38 weeks	-	-	-	-	-	15	-
French 82H	R	PT	38 weeks	-	-	-	-	-	15	-
German 11C	RSU	FT	24 weeks	6	-	3	-	14	8	3
German 21C	RSU	PT	500 hours	6	-	3	-	14	8	3
German 21H	RSU	PT	38 weeks	-	-	-	-	-	15	-
German 22H	RSU	PT	38 weeks	-	-	-	-	-	15	-
German 81C	R	PT	300 hours	TO BE NEGOTIATED						
Greek 11C	RSU	FT	36 weeks	6	-	-	5	-	8	-
Greek 21C	RSU	PT	800 hours	TO BE NEGOTIATED						
Greek 81C	R	PT	500 hours	TO BE NEGOTIATED						
Indonesian 11C	RSU	FT	24 weeks	-	-	-	5	-	-	3
Indonesian 81C	R	PT	200 hours	TO BE NEGOTIATED						

ADMINISTRATIVE-INTERNAL USE ONLY

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Beginning Dates

Course	Type	FT/PT	Length	1975 Jan	Feb	Mar	May	1975 Jul	Sep	Nov
Italian 11C	RSU	FT	24 weeks	6	-	-	5	-	8	-
Italian 19C	RSU	FT	12 weeks	TO BE NEGOTIATED						
Italian 21C	RSU	PT	400 hours	TO BE NEGOTIATED						
Italian 81C	R	PT	240 hours	TO BE NEGOTIATED						
Japanese 11C	RSU	FT	44 weeks	-	-	-	-	-	8	-
Japanese 21H	RSU	PT	38 weeks	-	-	-	-	-	15	-
Japanese 22H	RSU	PT	38 weeks	-	-	-	-	-	15	-
Lao 11C	RSU	FT	32 weeks	6	-	-	5	-	8	-
Persian 01C	FAM	PT	30 hours	TO BE NEGOTIATED						
Persian 11C	RSU	FT	36 weeks	-	-	-	-	-	8	-
Persian 31C	SU	FT	24 weeks	TO BE NEGOTIATED						
Persian 81C	R	PT	300 hours	TO BE NEGOTIATED						
Polish 11C	RSU	FT	42 weeks	6	-	-	5	-	8	-
Polish 21C	RSU	PT	900 hours	TO BE NEGOTIATED						
Polish 81C	R	PT	500 hours	TO BE NEGOTIATED						

ADMINISTRATIVE-INTERNAL USE ONLY

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ADMINISTRATIVE-INTERNAL USE ONLY

Beginning Dates

Course	Type	FT/PT	Length	1975				1975		
				Jan	Feb	Mar	May	Jul	Sep	Nov
Portuguese 11C	RSU	FT	24 weeks	6	-	-	5	-	8	-
Portuguese 19C	RSU	FT	12 weeks	6	-	-	5	-	8	-
Romanian 11C	RSU	FT	24 weeks	TO BE NEGOTIATED						
Romanian 21C	RSU	PT	500 hours	TO BE NEGOTIATED						
Romanian 81C	R	PT	300 hours	TO BE NEGOTIATED						
Russian 01H	FAM	PT	20 hours	-	10	-	-	-	15	-
Russian 11C	RSU	FT	42 weeks	6	-	-	5	-	8	-
Russian 21C	RSU	PT	900 hours	6	-	-	5	-	8	-
Russian 23H	RSU	PT	38 weeks	-	-	-	-	-	15	-
Russian 81C	R	PT	500 hours	TO BE NEGOTIATED						
Russian 81H	R	PT	38 weeks	-	-	-	-	-	15	-
Russian 82H	R	PT	38 weeks	-	-	-	-	-	15	-
Russian 85H	R	PT	110 hours	-	-	-	-	-	15	-
Russian 86H	R	PT	110 hours	-	-	-	-	-	15	-
Russian 88H	R	PT	110 hours	-	-	-	-	-	15	-

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ADMINISTRATIVE-INTERNAL USE ONLY

ADMINISTRATIVE-INTERNAL USE ONLY

Beginning Dates

Course	Type	FT/PT	Length	Jan	Feb	Mar	May	Jul	Sep	Nov
					1975			1975		
Spanish 11C	RSU	FT	24 weeks	6	-	-	5	14	8	3
Spanish 19C	RSU	FT	12 weeks	6	-	-	5	14	8	3
Spanish 21C	RSU	PT	400 hours	TO BE NEGOTIATED						
Spanish 21H	RSU	PT	38 weeks	-	-	-	-	-	15	-
Spanish 22H	RSU	PT	38 weeks	-	-	-	-	-	15	-
Spanish 81C	R	PT	240 hours	TO BE NEGOTIATED						
Spanish 81H	R	PT	38 weeks	-	-	-	-	-	15	-
Spanish 82H	R	PT	38 weeks	-	-	-	-	-	15	-
Swedish 11C	RSU	FT	20 weeks	6	-	-	5	-	8	-
Swedish 21C	RSU	PT	400 hours	TO BE NEGOTIATED						
Swedish 81C	R	PT	240 hours	TO BE NEGOTIATED						
Thai 01C	FAM	PT	30 hours	TO BE NEGOTIATED						
Thai 11C	RSU	FT	32 weeks	6	-	-	5	-	8	-
Turkish 11C	RSU	FT	36 weeks	-	-	3	-	-	8	-

ADMINISTRATIVE-INTERNAL USE ONLY

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ADMINISTRATIVE-INTERNAL USE ONLY

Beginning Dates

Course	Type	FT/PT	Length	1975				1975		
				Jan	Feb	Mar	May	Jul	Sep	Nov
Vietnamese 11C	RSU	FT	36 weeks	6	-	-	-	-	8	-
Vietnamese 19C	RSU	FT	6 weeks	TO BE NEGOTIATED						
Vietnamese 81C	R	FT	240 hours	TO BE NEGOTIATED						

RU   - Reading and Understanding
RSU - Reading, Speaking and Understanding
SU   - Speaking and Understanding
R   - Reading Only
FAM - Familiarization
FT   - Full-time
PT   - Part-time
C   - Chamber of Commerce
H   - Headquarters

For course descriptions see OTR Catalog

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OFFICE OF JOINT COMPUTER SUPPORT

EDP TRAINING

	1975 Jan - Jun
ADEPT 17 weeks - full-time	10 Feb - 4 Jun
ADEPT Case Study 2 weeks - full-time	15 - 30 May
ALC I 1 week - full-time	17 - 21 Mar
ALC II 1 week - full-time	24 - 28 Mar
ALC Workshop 1 week - full-time	31 Mar - 4 Apr
Basic PL/I 2 weeks - full-time	7 - 18 Apr
Data Processing Concepts 3 days - full-time	10 - 12 Feb
EDP Orientation 3 days - full-time	14 - 16 Jan 11 - 13 Mar 14 - 16 Apr 27 - 29 May 30 Jun - 2 Jul
Flowcharting & Decision Tables 1 week - full-time	13 - 21 Feb
FORTRAN IV 2 weeks - full-time	18 - 28 Feb
*GIM II For Users 3 days - full-time	3 - 5 Mar

* Scheduled on request

	1975 Jan - Jun
GIM II For Programmers 2 weeks - full-time	6 - 17 Jan
Intermediate PL/I 1 week - full-time	21 - 25 Apr
*Introduction to OJCS Time-Sharing Facilities 1 day - full-time	
JCL Workshop 2 weeks - full-time	20 - 31 Jan 3 - 14 Mar
OJCS Documentation Standards 3 days - full-time	12 - 14 May
*OJCS Time-Sharing for Programmers 3 days - full-time	14 - 16 Jan 2 - 4 Jun
*OJCS Time-Sharing for Users 2 days - full-time	30 - 31 Jan
OS/360 Dumps 3 days - full-time	21 - 23 Jan
PL/I for Programmers 2 weeks - full-time	16 - 27 Jun
PL/I Workshop 6 days - full-time	2 - 9 May
Programming Productivity Techniques 4 days - full-time	28 Apr - 1 May
System/360-370 Introduction 1 week - full-time	24 - 28 Feb
Systems Analysis 1 week - full-time	24 - 28 Mar
Systems Design (formerly Systems Analysis II) 1 week - full-time	2 - 6 Jun

* Scheduled on request

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